

Elena Ow-Wing, MA, CMI-Russian

English to Russian Translator, Editor, and Interpreter **Specializing in Business, Health Care, Education, and Tourism**

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Profile: Full-time English to Russian translator, editor, and interpreter since 2011, specializing in business and marketing, psychometrics, health care, social services, education, and tourism. 25 years' experience as a language services provider. First career in education as a university instructor of business and general English. MA in Linguistics. NBCMI-certified medical interpreter (CMI-Russian). Proficient user of SDL Trados Studio 2019, SDL Multiterm 2019, Memsource.

Expertise in EN-RU Translation and Editing/Proofreading

Business, Marketing, Economics:

- Business presentations and reports (Silicon Valley Clean Energy, Cal High-Speed Rail, AT&T Direct TV); marketing and advertising materials; promotional programs (MasterCard Priceless Cities); press releases; resumes and business letters
- Community projects (San Francisco Golden Gate Park survey, story map, website)
- Business contracts, terms and conditions: Terms of Use, Terms and Conditions, Privacy Policy, Warranty Policy, Return Policy
- Employee and client questionnaires; product surveys; employee training materials
- E-commerce product titles and descriptions, localization of retail websites content (fashion/apparel-related – ASOS, Tommy Hilfiger; high-end jewelry and watches – David Yurman, eBay)
- Psychometrics and training materials on personality assessment for business applications (Hogan Assessment Tools, Spencer Stuart Assessment Framework, Heartstyles, BetterUp)
- Translation and reviewing of thematic business glossaries and databases

Health Care:

- Intake forms for new patients; informed consent forms; medical insurance forms; forms for worker's compensation insurance
- Patient instructions and educational materials; medical records
- Health-related surveys and questionnaires for clinical studies
- Health insurance companies' newsletters, posters, articles; employee assistance programs

Education:

- Linguistic validation: translation test reviews and linguistic validation questionnaires
- Transcripts of video lessons
- eLearning applications for mobile internet devices
- US school programs for students with native Russian; US school districts' materials; tests for students
- Reports and presentations on education and educational systems
- Academic records and transcripts; performance evaluations; letters of recommendation

Tourism:

- Hotel accommodations; dining (Norwegian Cruise Line menus); shopping; entertainment; airport transfer services; transport

Official and Immigration Documents/General:

- Diplomas, licenses, certificates, passports, IDs, other official documents
- Forms and applications for immigration, permanent residency, and naturalization
- Ads, announcements, greeting and anniversary cards, personal letters

Expertise in Interpreting

- **Healthcare:** consecutive and sporadic simultaneous interpreting and sight translation in a variety of outpatient clinic and hospital settings – *on-site, over-the-phone, video interpreting*
- **Worker's Compensation:** QME, AME, IME, medical history, etc. – *on-site, over-the-phone, video interpreting*
- **Education:** speech and language assessment of Russian-speaking students for US schools; parent-teacher conferences; IEP meetings and amendments; parent counseling sessions – *on-site, video interpreting*
- **Social Services:** consecutive interpreting and sight translation at interviews for Welfare-to-Work Program, Medi-Cal, CalFresh (Food Stamps), General Assistance Program – *on-site*
- **Business:** negotiations, business lunches, tours of manufacturing facilities, establishing contact with American partners, speech assessment of Russian-speaking employees for US businesses – *on-site*
- **Immigration:** asylum interviews, attorney-client consultations – *on-site*

Language Teaching Experience

- 14 years' experience teaching college-level English as a Foreign Language (EFL) courses, business and professional economic English courses in Russia (1995-2009)

Education

- Health Care Interpreter Certificate Program, City College of San Francisco, 2014
- MA in Linguistics (Germanic languages), St. Petersburg State University of Economics and Finance (Russia), 2009
- BA in English and German, Pskov State Pedagogical University (Russia), 1995

Professional Certification

- Certified Medical Interpreter (CMI-Russian) – NBCMI, 2018

Professional Association Memberships

- California Healthcare Interpreting Association (CHIA): <https://chiaonline.org/>

Translation and Interpreting-Related Volunteer Work

- Volunteer co-editor for *Translorial*, NCTA Journal, San Francisco, CA Jan 2015-Oct 2015
- Volunteer healthcare interpreter at Highland Hospital, Oakland, CA May 2014-Aug 2014